Approved For Release 2001/07/16 : CIA-RDP80-01826R000900050025-5

[redacted] 25X1A

25X1A [redacted]

Change 1
PERSONNEL
July 1957

THE CAREER STAFF
OF THE
CENTRAL INTELLIGENCE AGENCY

* *

7. PROCEDURES

a. PROCESSING OF APPLICATIONS FOR MEMBERSHIP IN THE CAREER STAFF

(1) An official notification of an employee's eligibility to apply for membership will be forwarded by the Director of Personnel to the individual concerned 90 days prior to date of eligibility.

(2) The application will be submitted by the individual through official channels to the Head of the Career Service concerned. Supervisors in the channel will add their comments as appropriate.

(3) The effective date of membership in the Career Staff will be as prescribed by the CIA Selection Board and normally will be the date on which an individual signed his application or the date of eligibility, whichever date is later.

(4) If the signed application has not been received by the CIA Selection Board within 90 days of date of eligibility, it will be assumed that the employee does not wish to apply for membership in the Career Staff. Official Agency records will be documented to this effect.

(5) Failure to apply for membership in the Career Staff when notified of eligibility does not invalidate an individual's right to make future application.

(6) An individual who is departing for overseas may sign his application prior to his departure from headquarters if he has completed his trial period.

Approved For Release 2001/07/16 : CIA-RDP80-01826R000900050025-5